

POLICE RECORDS CLERK (034-12)

(Nights and Weekends)

SALARY: \$25,251.20 - \$33,987.20 annually, plus liberal fringe benefits

Shift differential pay may be provided

THE POSITION

This is general and specialized clerical work of average difficulty in the Police Records Section.

Employees in this class receive and process a wide variety of police reports and records; receive requests for police information in writing, over the telephone and in person; search computerized and manual filing systems; and provide copies of police records. Employees work under general supervision and must exercise reasonable initiative and independent judgment in completing work assignments. Employees in this class have considerable contact with the public, requiring the exercise of courtesy, and may work irregular hours, including nights and weekends. Work is reviewed by an assigned supervisor through observation of work while in progress, in conferences with the employee, by examination of work products, and by reports from users of Police Records services.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have successfully graduated from a standard high school or possess an acceptable G.E.D. certificate, preferably with business education course work.
2. Have at least one (1) year of clerical work experience which included the receipt, processing, storage and retrieval of records and some experience in the operation of on-line computer terminals.
3. Be able to operate an electric typewriter, and be able to type with reasonable speed and accuracy. (Minimum 35 words per minute net.)

THE EXAMINATION

The examination will consist of the following:

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|----------------------------------|------------|
| 1. Written Test | 100% |
| 2. Typing Test..... | Pass/Fail |
| 3. Polygraph Examination | Qualifying |
| 4. Background Investigation..... | Qualifying |

Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, **continuously until sufficient applications are received.**

SYS:03/07/05:Ann#132-034-12
Medical Group III

POLICE RECORDS CLERK